



Local Licensing Authority

CHANGE IN CORPORATE STRUCTURE

Information & Checklist

What to know before submitting an application:

- √ For questions about this application or the process, please contact the secretary to the Local Licensing Authority, the Deputy City Clerk, at 350 Kimbark St. or (303) 651-8647. Please note that the Deputy City Clerk may not provide you legal advice regarding your application.
- √ The application process takes *approximately* 120 days (from submittal to license issue).
- √ **Two (2) complete packets** must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. One packet is for the City, one packet is for the State. Incomplete application packets will not be accepted. **Please do not staple pages.**
- √ **ALL documents must be properly executed and must correspond with name of applicant exactly. ALL documents must be 8 ½ x 11** and be typed or legibly printed in black ink.
- √ Some documents require a notary. The City Clerk's staff can notarize these documents for you when you submit your application packet, if needed. Please be sure to bring your photo identification with you.
- √ The Local Licensing Authority meets on the third Friday of each month at 10:00 a.m. in Courtroom A of the Safety & Justice Center, 225 Kimbark St., Longmont. You will be notified when your application will be scheduled for review by the Authority and you, or a representative, must appear at the hearing when scheduled.
- √ Licensees are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>

CHECKLIST OF DOCUMENTS TO BE SUBMITTED IF THE CORPORATION IS *ADDING* A NEW OFFICER:

A. APPLICATION (STATE FORM #DR8177):

- ☐ 1. Complete in all appropriate sections and signed
- ☐ 2. \$100 per person added Background Investigation Fee payable to the City of Longmont (*licensees with a master file are not required to submit this fee*)

B. CORPORATE DOCUMENTS:

- ☐ 1. Certificate of Good Standing issued within past two years (for corporations older than two years)
- ☐ 2. Certificate of Incorporation (or) date stamped Articles of Incorporation (by Secretary of State) (or) Partnership Agreement
- ☐ 3. Certificate of Authority (if foreign corporation)
- ☐ 4. Minutes of Corporate Meeting (supporting changes reflected on the application)
- ☐ 5. Letters of resignation (if applicable)

C. BACKGROUND INVESTIGATION OF NEW OFFICER(S):

For each individual, or partner, and all officers, directors or stockholders or members holding more than a 10% interest in the proposed license

- ☐ 1. Individual History Record (state form #DR8404-I)
- ☐ 2. Fingerprints (make appointment online by clicking on "Fingerprinting Information" at: <http://longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses>)
- ☐ 3. \$38.50 per person Background Investigation Fee payable to Colorado Bureau of Investigation (must be paid by Money Order, Cashier's Check, or Business Check - personal checks not accepted)
- ☐ 4. Three (3) character reference letters for each new officer
- ☐ 5. City of Longmont Authorization to Release Information
- ☐ 6. *Licensees with a Master File need only to submit items 1 and 4 from Section C*